

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PRINTING OFFICE  
Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

Single Leaf and Multi-Part Forms  
as requisitioned from the U.S. Government Printing Office (GPO) by  
Various Government Departments and Agencies

Multiple Award

The term of this contract is for the period  
beginning July 1, 2009 and ending June 30, 2010.

**MAIL OR TELEFAX REPLY REQUESTED:** Please review these specifications and mail your reply to U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RPPO (614) 488-4577. **NO TELEPHONE BIDS WILL BE ACCEPTED.**

**QUOTES ARE REQUESTED BY:** 2:00 p.m., prevailing Columbus, Ohio time on,  
June 25, 2009

**QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME. LATE QUOTES WILL NOT BE CONSIDERED.**

**BIDDERS PLEASE NOTE:** Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

Abstract is available on GPO Web Site at  
<http://www.gpo.gov/fdsys/abstracts/abstract.action?region=columbus>.

**BEFORE AWARD:** ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL  
Linda Price (614)-488-4616, extension 22.

**AFTER AWARD:** REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR  
Ted Mack, (614)-488-4616, extension 21.

**NO COLLECT CALLS**

## SECTION 1. – GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

GPO PUB. 310.2 IS AVAILABLE ON GPO WEB SITE AT

<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT

<http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

REVISED GPO DISPUTES CLAUSE (06/08) IS AVAILABLE ON GPO WEB SITE AT

<http://www.gpo.gov/pdfs/vendors/contractordisputes.pdf>

## REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

### Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

### Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Films
P-8. Halftone Match (Single and Double Impression)	Camera Copy/Films/Photographs
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**PAYMENT:** Submit all vouchers to: Comptroller, STOP FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401. After award, at Government's option, the contractor must submit a copy of the print order (upon receipt of order), contractor's invoice and all mailing and/or delivery receipts (at time of invoicing) via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov) or fax to 614-488-4577. One complete sample (at time of invoicing) may be required to be mailed to: US GPO; Columbus RPPO; ATTN: Program/Print Order Numbers; 1335 Dublin Road, Suite 112-B; Columbus, OH 43215.

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order may be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from July 1, 2009 through June 30, 2010. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**QUANTITIES:** This contract is for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source. The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK", the low contractor and each successive low contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract, except when the shipping/delivery schedule cannot be met.

**DELIVERY/SHIPPING STATUS INFORMATION:** The contractor is to use the GPO furnished form to report the delivery/shipment status on each order. The form is to be reproduced as needed by the contractor. This information **MUST** be furnished to GPO - Columbus, RPPO on each order. The information as contained on this form is to be faxed or called to the Columbus RPPO.

Fax Number (614) 488-9618  
Telephone Number (614) 488-4616, extension 24  
**NO COLLECT CALLS**

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of various miscellaneous single leaf and multi-part forms requiring such operations as copy pickup, reproducibles, printing, binding, packing, and distribution.

**TITLE:** Single Leaf and Multi-Part Forms.

**NUMBER OF ORDERS/PAGES/TRIM SIZES:** Approximately 43 orders throughout the term of the contract. Forms print face only and face and back. Approximately 100 to 1,000,000 copies per order. 1 to 10 forms per order. Anticipate multi-part forms will print same image on all parts. Based on prior year usage, the following is anticipated:

<u>Quantity Per Order</u>	<u>Number of Orders</u>
<b>CATEGORY I: Up to 49,999</b>	<b>39</b>

<u>Copies</u>	<u>Number of Orders</u>
Up to 999	5
1,000 to 4,999	16
5,000 to 9,999	11
10,000 to 49,999	7

<u>Quantity Per Order</u>	<u>Number of Orders</u>
<b>CATEGORY II: 50,000 to 1,000,000</b>	<b>4</b>

<u>Copies</u>	<u>Number of Orders</u>
50,000 to 99,999	1
100,000 to 299,999	1
300,000 to 499,999	1
500,000 to 1,000,000	1

### NO QUANTITY VARIATION ALLOWED.

**TRIM SIZES/ORDERS:** Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format A will include any trim size up to and including 4-1/4 x 5-1/2". Approximately 4 orders.

Format B will include any trim size over 4-1/4 x 5-1/2" up to and including 5-1/2 x 8-1/2". Approximately 18 orders.

Format C will include any trim size over 5-1/2 x 8-1/2", up to and including 8-1/2 x 11". Approximately 18 orders.

Format D will include any trim size over 8-1/2 x 11", up to and including 8-1/2 x 14". Approximately 2 orders.

Format E will include any trim size over 8-1/2 x 14 inches, up to (and including) 11 x 17 inches. Approximately 1 order.

**GOVERNMENT TO FURNISH:** Films. Overlays. Camera copy consisting of line art, photoprints, and reprint copy. Reductions and enlargements may be required as indicated on the individual print order.

Delivery/shipping status report form.

Form 905 (R. 3/90) "Labeling and marking specifications".

GPO Form 2511, Print Order.

Blue Labels and Selection Certificate.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**COMPOSITION:** Orders may require the setting of a few lines of type (same or similar) for changes/revisions up to 20 lines per order.

Typeset as indicated on the individual print order or copy.

NOTE: No proofs will be required. The contractor will be responsible for error free typesetting.

**REPRODUCIBLES:** The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

**STOCK/PAPER:** The specifications of all stock/paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 2008.

Color of stock/paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or furnished color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the color sample(s).

The stock/paper to be used will be indicated on each print order.

White and Colored Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.

White and Colored Bond, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code G10.

White 25% Rag Bond, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code G40.

White and Colored Index, basis size 25-1/2 x 30-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10.

White Offset Book, basis size 25 x 38", 50 or 60 lbs. per 500 sheets, equal to JCP Code A60.

White Ledger, basis size 17 x 22", 32 lbs. per 500 sheets, equal to JCP Code J10.

White and Colored Chemical Transfer Bond, CF or CB, basis size 17 x 22", 13-15 lbs. per 500 sheets.

White and Colored Chemical Transfer Bond, CFB, basis size 17 x 22", 13-17 lbs. per 500 sheets.

**PRINTING:** Print face only or face and back in one or two colors of ink as indicated on the individual print order. Anticipate majority of orders will print in black ink. Most orders consist of linework; an occasional order will require screens and/or halftones. When colored inks are required, they will be designated by Pantone numbers.

Some orders may bleed up to four sides.

The forms printed under these specifications may be used singly or in multiples of two or more forms. Therefore, the contractor must exercise every precaution to insure that all forms printed on any one order will align accurately when used in conjunction with each other.

Forms printed on carbonless paper must be printed on the proper side of the paper to insure proper transfer of the image to the bottom sheets when forms are used in sets of two up to and including 10 parts.

NOTE: Transfer image of carbonless stock may be black or blue (contractor's option unless otherwise specified on the individual print order).

**MARGINS:** Margins will be as indicated on the print order or furnished copy.

**BINDING:** Cutting to size, drilling, padding, folding, perforating, collating multi-forms into sets and edge bonding.

**CUTTING:** Cut forms to the size indicated on the individual print order. Margins indicated on print order or on furnished copy must be maintained.

**DRILLING:** Drill one to eight holes 1/4", 5/16", or 3/8" in diameter; 3/8" from edge to center of holes, as indicated on the print order. Center to center spacing as ordered. Specific drilling instructions will be indicated on the individual print order.

NOTE: Some orders for multi-part forms will require drilling after forms have been collated.

**PADDING:** Pad as indicated on the on the individual print order. Gum and crush or any suitable padding compound may be used. Backboards must be .020" chipboard, newsboard or equal. Anticipate orders will usually pad at the top, 25, 50, 100, or 250 leaves/sets per pad.

**FOLDING:** When so indicated on the individual print order, forms will require one to four continuous parallel or angle folds.

**PERFORATING/SCORING:** When so indicated on individual print order, occasional form(s) will require one or more perforation/scores, vertical, horizontal or a combination of both.

**COLLATING:** Most orders that require chemical transfer paper will be gathered into sets. An occasional order will print on CFB only and may require padding.

**NOTE:** Fasten carbonless sets by "edge bonding", using a special adhesive made for this purpose, that will hold the individual parts of a set together during fill-in and normal handling, but which allows ready separation of the parts without damage to any of the parts.

**PACKING:**

**BANDING:** An occasional order may require banding. Band in quantities as indicated on the individual print order with a strip of heavy Kraft paper not less than 4 inches in width, around the short dimension of the printed work (usually 25, 50, or 100 leaves per band). The ends of the band must be held together with a suitable adhesive or gummed tape.

**SHRINK-FILM PACKAGING:** Anticipate majority of orders will shrink-film wrap in quantities as indicated on the individual print order (usually 25, 50, 100, 200, 250, or 500 per package).

Individual orders may require cushioned shipping bags, preparing shipping bundles, packing and sealing shipping containers, palletizing, marking packages and shipping bundles or containers by printing, stenciling, or labeling.

The method of packing will be indicated on the print order for each individual job and must be accomplished in accordance with specifications. Each package unit must contain uniform quantities. Shipping containers and bundles shall not exceed 45 pounds for bulk shipments and 40 pounds for mailed shipments when fully packed for APO or FPO destinations only.

**EXCEPTION:** Weight limitation may be exceeded to comply with specifications when a specific quantity per shipping container or bundle is ordered,

**PALLETS:** Pallets are required for shipments to DAPS for Army, Navy, and Air Force; GSA, VA, Postal Service, USDA Central Supply Warehouse in Landover MD, Labor's 7<sup>th</sup> and M street address, Social Security Administration to Middle River or Bengies, MD and GPO (See GPO Contract Terms Pub. 310.2, Rev. 6-01). Pallets required for Tabor Ave., Philadelphia, PA not to exceed 42" in height.

**BULKS SHIPMENTS:** Pack in shipping containers furnished by the contractor. Containers are not to exceed 45 lbs. when fully packed.

**LABELING AND MARKING:** Refer to Contract Terms and furnished Form 905.

Affix a label to each unit packaged in cushioned shipping bags, shipping bundles and containers. On some orders the contractor may be required to print labels on a color of stock/paper, other than white, or with a color of ink other than black, as indicated on the print order or otherwise. Some orders may require contractor to include stock/paper and control numbers on labels as indicated on print order or otherwise. Complete addresses and quantities will be furnished with the print order.

**PACKING LIST:** (For Department of Army orders only): Each shipment except envelopes/packages that are mailed, shall contain a packing list showing the following data:



- (1) Name and address of consignor.
- (2) Name and address of consignee.
- (3) Requisition, program, print order, and GPO jacket numbers:
- (4) Bill of lading number if any:
- (5) Description of the material shipped, including:
  - (a) publication number and title, if applicable, and date;
  - (b) quantity per container and total quantity;
  - (c) total number of containers;
  - (d) total number of pallets.

Each packing list must be sealed in a waterproof envelope, secured to the outside of the container on the upper left front of the pallet and in the case of truckload shipments be placed near the tailgate of the trailer.

**MARKING AND LABELING CONTENT REQUIREMENTS FOR BULK DAPS ORDERS FOR ARMY, AIR FORCE, NAVY AND MARINE CORPS OVERSEAS, APO AND/OR FPO SHIPMENTS:** Labels for all bulk shipments under this contract must be completed according to the U.S. Government Bill of Lading (GBL) furnished for each shipment and the annotated distribution list which accompanies the GBL. Compliance is mandatory.

**INSPECTION SAMPLES:** When indicated on the print order, or otherwise requested, two samples shall be sent for inspection to the U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):**

- (a) Orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity <u>Ordered</u>	Number <u>Sublots</u>
Up to 11,999	32
12,000 - 35,000	125
35,001 and over	200

- (b) These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list/print order.
- (c) A copy of the print order/specification and a signed Government-furnished certificate of selection, shall be included.

- (d) A copy of the Government-furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Some orders may require shipment/delivery up to approximately 10 destinations. All orders will require shipment/delivery f.o.b. destination as follows:

**SHIPMENTS 120 POUNDS AND OVER:** Reimbursement-for-transportation costs in accordance with contractor's offered rate(s), Item VI, pages 17, 18, and 19.

**SHIPMENTS UNDER 120 POUNDS:** Traceable means, (refer to Item V.2., page 17).

Inside delivery is defined as delivery to a Government controlled space as directed. "Inside delivery required" will be indicated on the print order when needed.

**NOTE:** Anticipate majority of orders will require two samples to be sent to the address indicated on the individual print order (usually Fort Campbell, KY and Great Lakes, IL). No additional cost will be allowed.

**SCHEDULE:** No definite schedule can be predetermined. Orders will be schedule according to the work involved and the time that can be allowed. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Contractor will be required to pick up print order, copy, and furnished material at: U.S. Government Printing Office, Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio 43215.

**NOTE:** If an agent is used for pick up of material, the contractor must provide an adequate supply of completed manifests (airbills) to the Columbus RPPO listing his/her firm as both the shipper and the consignee.

**NOTE:** Government furnished material available for pickup is not guaranteed as suitable for mailing or shipping. Any additional packaging, addressing, or labeling necessary to ensure safe transportation of these materials will be the sole responsibility of the contractor.

The ship/delivery date indicated on the print order is the date products ordered must be received at destination(s) within Kentucky; Ohio; Illinois; Tennessee; and Baltimore, MD. regardless of total weight. the schedule date indicated on the print order must be accepted as the date delivery is made to the destination and not the date of delivery to a common or other carrier.

FOR ALL OTHER DESTINATIONS: The ship/delivery date indicated on the print order is considered a ship date for the products orders.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Based on prior usage, the following schedule is anticipated:

<u>Number of Orders</u>	<u>Workdays</u>
21	5 to 10
7	11 to 14
7	15 to 18
4	Over 18

**RECEIPT FOR DELIVERY:** Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program and print order numbers, total quantity delivered; number of cartons and quantity per carton; and date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

**RETURN OF GOVERNMENT FURNISHED PROPERTY:**

The contractor must return all material furnished by the Government along with any films made by the contractor, together with one printed sample of each job, to the address listed on the print order.

These materials must be packaged, properly labeled and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials, and furnishing sample copies, must be borne by the contractor.

### **SECTION 3. – DETERMINATION OF AWARD AND PLACEMENT OF WORK**

Procurement under this solicitation will be divided into 2 categories as follows:

- Category 1: Quantities up to and including 49,999 copies
- Category 2: Quantities of 50,000 up to and including 1,000,000

The Government will make multiple awards in each category since it is anticipated that one firm may not be able to meet all of the requirements.

Each order will be individually abstracted to determine the lowest bid.

In placing work, the Government will first communicate with the low contractor in each category to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obliged to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only to those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by telephone and the contractor must reply within 30 minutes whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

EXCEPTION: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

#### **SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

Prices must be all-inclusive, covering all materials and operations for complete production in accordance with these specifications.

Bidder must make an entry in each of the spaces provided, in the category or categories for which bids are submitted.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

An entry of NB (No Bid) must be entered if bidder does not intend to furnish certain items.

Bids submitted with blank spaces for the individual items will be considered as an entry of NB for that particular item.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" shall be for any trim size, up to the maximum trim size listed for each of the "Formats", as outlined in SECTION 2. - SPECIFICATIONS.

Fractional parts of 100 or 1,000 will be prorated at the per 100 or 1,000 rate.

**I. PRINTING AND CUTTING TO SIZE:** Prices offered must include the cost of platemaking, press makeready and running, printing in one or two ink colors, washup, and cutting to size. The cost of all required stock/paper (including makeready and running spoilage) must be charged under Item II.

Multi-part Forms: Only one makeready charge will be allowed for forms that are collated and gathered into sets if all parts print with the same image. Only one makeready/setup charge will be allowed when various colored stocks/papers are required for the same form. An additional makeready/setup charge will be allowed for part-to-part changes on sets printed on chemical transfer paper for the number sides indicated for that form.

"Format" groups shall be defined as follows:

- Format A: Up to and including 4-1/4 x 5-1/2"
- Format B: Over 4-1/4 x 5-1/2" up to and including 5-1/2 x 8-1/2"
- Format C: Over 5-1/2 x 8-1/2" up to and including 8-1/2 x 11"
- Format D: Over 8-1/2 x 11" up to and including 8-1/2 x 14"
- Format E: Over 8-1/2 x 14" up to and including 11 x 17"

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(Initials)

**MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO**

### SCHEDULE OF PRICES

#### CATEGORY 1: For orders up to and including 49,999 copies:

Price Per Cut Form -	<u>Format</u> "A"	<u>Format</u> "B"	<u>Format</u> "C"	<u>Format</u> "D"	<u>Format</u> "E"
One-Color Forms -	(1)	(2)	(3)	(4)	(5)
1. Printed one side only:					
(a) Makeready and setup charge .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Running per 1,000 copies .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. Printed two sides:					
(a) Makeready and setup charge .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Running per 1,000 copies .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Two-Color Forms:					
4. Printed one side only:					
(a) Makeready and setup charge .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Running per 1,000 copies .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5. Printed two sides:					
(a) Makeready and setup charge .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Running per 1,000 copies .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

#### CATEGORY 2: For orders of 50,000 up to and including 1,000,000 copies:

Price Per Cut Form -	<u>Format</u> "A"	<u>Format</u> "B"	<u>Format</u> "C"	<u>Format</u> "D"	<u>Format</u> "E"
One-Color Forms -	(1)	(2)	(3)	(4)	(5)
1. Printed one side only:					
(a) Makeready and setup charge .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Running per 1,000 copies .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. Printed two sides:					
(a) Makeready and setup charge .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Running per 1,000 copies .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Two-Color Forms:					
4. Printed one side only:					
(a) Makeready and setup charge .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Running per 1,000 copies .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5. Printed two sides:					
(a) Makeready and setup charge .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(b) Running per 1,000 copies .....	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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## SCHEDULE OF PRICES

APPLIES TO BOTH CATEGORIES:

**II. STOCK/PAPER:** Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print order, will be based on the net number of pounds of stock/paper in the applicable "Format" group. The cost of any stock/paper required for makeready or running spoilage, and/or bleeds must be included in the prices offered.

The net number of pounds of stock/paper shall be based on the maximum trim-size unit of the applicable "Format" group charged under item I., the basis weight of the specified stock/paper and the net number of trim-size (flat) leaves required for each order.

	Basis Weight (lbs. per 500 sheets)	<u>Color of Stock/Paper</u>	
		White (per pound) (1)	Colored (per pound) (2)
(c) Writing.....	20 lbs.....	\$_____	\$_____
(d) Bond .....	20 lbs.....	\$_____	\$_____
(g) White Bond (25% Rag) .....	20 lbs.....	\$_____	\$_XXXX_
(i) Index.....	110 lbs.....	\$_____	\$_____
(m) Ledger.....	32 lbs.....	\$_____	\$_XXXX_
(r) Carbonless (CF or CB) .....	13-15 lbs. ....	\$_____	\$_____
(s) Carbonless (CFB) .....	13-17 lbs. ....	\$_____	\$_____
(v) White Offset Book.....	50 lbs.....	\$_____	\$_XXXX_
(w) White Offset Book.....	60 lbs.....	\$_____	\$_XXXX_

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### SCHEDULE OF PRICES

**IV. ADDITIONAL OPERATIONS:** The prices offered for each of the following items must be all-inclusive for the performance of operations, that are additional to those specified under Item I, and must include the cost of all required materials and operations necessary, in accordance with these specifications.

1. Collating multiple chemical transfer forms into sets including edge bonding:
  - (a) Leaves (up to 119 square inches).....per 1,000 leaves ..... \$ \_\_\_\_\_
  - (b) Leaves (Over 119 square inches).....per 1,000 leaves ..... \$ \_\_\_\_\_

Up to 100 <u>leaves</u> (1)	Over 100 <u>leaves</u> (2)
-----------------------------------	----------------------------------
2. Padding (assembling leaves into pads, stacking, gum or gum/crash, and slicing pads apart):
  - (a) With backboards .....per 100 pads ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_
3. Drilling per run (4 holes max for any one run) ....per 1,000 leaves ..... \$ \_\_\_\_\_
5. Folding (continuous folds) .....per 1,000 forms ..... \$ \_\_\_\_\_
6. Perforating or scoring:
  - (a) Makeready (each perforation or score).....each line ..... \$ \_\_\_\_\_
  - (b) Running (max. of 3 lines per run).....per 1,000 forms ..... \$ \_\_\_\_\_

(A running charge will be allowed for each direction that perforation or scored lines are required).
7. Banding with kraft paper bands .....each band ..... \$ \_\_\_\_\_
 

Over 100 Up to 100 <u>leaves</u> (1)	up to 500 <u>leaves</u> (2)	Over 500 <u>leaves</u> (3)
---	-----------------------------------	----------------------------------
8. Shrink-film packaging:
  - (a) Up to 94 sq. inches ..... each package.... \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
  - (b) Over 94, up to 187 sq. inches: ... each package.... \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
9. Typesetting, up to and including 20 typelines.....per order ..... \$ \_\_\_\_\_

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**SCHEDULE OF PRICES**

**V. PACKING AND SEALING FOR DISTRIBUTION:** Prices must be all-inclusive, as applicable, and must include the cost of cushioned shipping bags, shipping containers, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

- 1. **BULK SHIPMENTS OF 120 POUNDS AND OVER:** Reimbursement for transportation costs for shipments of 120 pounds and over will be made in accordance with the contractor's offered shipping charges, Item VI., pages 17, 18, and 19.
  - (a) Wrapping and tying shipping bundles ..... each bundle..... \$\_\_\_\_\_
  - (b) Packing and sealing shipping containers  
(up to approximately 45 lbs. capacity) ..... each container..... \$\_\_\_\_\_
  - (c) Palletizing ..... each pallet..... \$\_\_\_\_\_
- 2. **BULK SHIPMENTS LESS THAN 120 LBS:** Prices must include the cost of shipment via traceable means.
  - (a) Multiple copies/pads (up to 5 lbs.) in cushioned shipping bags, or wrapped in shipping bundles:..... each bag or bundle..... \$\_\_\_\_\_
  - (b) Multiple copies/pads over 5 lbs., up to 12 lbs., in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 lbs.)..... each bag or bundle..... \$\_\_\_\_\_
  - (c) Quantities over 12 lbs., up to 24 lbs. wrapped in shipping bundles, or packed in shipping containers at contractors option (maximum gross weight 27 lbs.):.... ea bundle or container .. \$\_\_\_\_\_
  - (d) Quantities over 24 lbs., up to 36 lbs., packed in shipping containers (maximum gross weight 40 lbs.):..... each container..... \$\_\_\_\_\_
  - (f) Addressing additional labels for more than one parcel per destination ..... each label..... \$\_\_\_\_\_

**VI. SHIPPING CHARGES FOR BULK SHIPMENTS OF 120 LBS. AND OVER:** The following charges cover the cost of shipping to destinations within each of the twelve zones. Charges must be submitted in the order and manner requested; minimum charges will not be accepted.

NOTE: BULK SHIPMENTS LESS THAN 120 LBS. ARE TO BE MADE BY A TRACEABLE MEANS AND COST MUST BE INCLUDED UNDER V. ITEM 2. ABOVE.

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### SCHEDULE OF PRICES

Bidder must offer "a per cwt." charge for each Regional Area listed below and on page 20 for Columns A, B, can C. Fractional parts of 100 lb. shipment will be prorated at the "per cwt." rate.

	Shipments 120 lbs. But not Exceeding 1,000 LBS. (A)	Shipments over 1,000 lbs. But Not Exceeding 10,000 LBS. (B)	Shipments Exceeding 10,000 LBS. (C)	Shipped To Regional Area
(a) Cost per cwt.....	\$_____	\$_____	\$_____	1
(b) Cost per cwt.....	\$_____	\$_____	\$_____	2
(c) Cost per cwt.....	\$_____	\$_____	\$_____	3
(d) Cost per cwt.....	\$_____	\$_____	\$_____	4
(e) Cost per cwt.....	\$_____	\$_____	\$_____	5
(f) Cost per cwt.....	\$_____	\$_____	\$_____	6
(g) Cost per cwt.....	\$_____	\$_____	\$_____	7
(h) Cost per cwt.....	\$_____	\$_____	\$_____	8
(i) Cost per cwt.....	\$_____	\$_____	\$_____	9
(j) Cost per cwt.....	\$_____	\$_____	\$_____	10
(k) Cost per cwt.....	\$_____	\$_____	\$_____	11
(l) Cost per cwt.....	\$_____	\$_____	\$_____	12

NOTE: Failure to offer a shipping charge to any zone will eliminate a bidder from consideration for award of any order requiring delivery/shipment to a zone (or zones) for which shipping charges were not offered.

Based on prior year usage, the following indicate the approximate percentage of orders that will deliver/ship to the zones indicated:

Zone 1:	21%	Zone 5:	16%	Zone 9:	2%
Zone 2:	23%	Zone 6:	9%	Zone 10:	2%
Zone 3:	9%	Zone 7:	9%	Zone 11:	2%
Zone 4:	7%	Zone 8:	5%	Zone 12:	2%

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### **SCHEDULE OF PRICES**

**EXPLANATION OF ZONES:** Destinations which are located within the various States and the District of Columbia will fall within one of twelve Zones, as defined hereinafter:

Zone 1: Fort Knox, Kentucky

Zone 2: Cincinnati, Ohio; Columbus, Ohio; Dayton, Ohio; Wright-Patterson AFB, Ohio

Zone 3: Tennessee

Zone 4: Illinois

Zone 5: Ohio (areas outside Zone 2), West Virginia

Zone 6: Kentucky (areas outside Zone 1)

Zone 7: Baltimore, MD

Zone 8: Indiana and Michigan

Zone 9: Arizona, Arkansas, Colorado, California, Idaho, Louisiana, Nevada, New Mexico, Oklahoma, Texas, Utah

Zone 10: Alabama, Florida, Georgia, Mississippi, South Carolina

Zone 11: Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, Wisconsin, Wyoming

Zone 12: Connecticut, Delaware, District of Columbia, Maine, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, Vermont, Virginia

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### SCHEDULE OF PRICES

**BIDDERS NAME AND SIGNATURE:** Fill out and return via mail/telefax "Section 4. - Schedule of Prices", initial or sign in the space provided.

**DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:** \_\_\_\_\_ percent, \_\_\_\_\_ calendar days.  
(Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

**BIDDER:** \_\_\_\_\_

\_\_\_\_\_  
(City - State)

**BY:** \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)

**CONTRACTOR CODE (if known):** \_\_\_\_\_

**SHIPMENT(S) WILL BE MADE FROM:** City \_\_\_\_\_, State \_\_\_\_\_

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